



# TOWN of BROOKLINE

Massachusetts

## BUILDING DEPARTMENT REFERRAL FOR DESIGN REVIEW CASES

**Location of Property:** \_\_\_\_\_ **Referral Date:** \_\_\_\_\_

**Referral for:** ☐ Sign ☐ Façade ☐ Awning ☐ Wireless Telecommunication Facility

**Proposed Business Name:** \_\_\_\_\_ **Prior Business Name:** \_\_\_\_\_

**Applicant Name** (Business Owner): \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

e-mail \_\_\_\_\_

**Designer Name** (Signmaker, Architect, or Other): \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

e-mail \_\_\_\_\_ Fee (see reverse) \_\_\_\_\_

**The following items must be included with this application (please check):**

- \_\_\_ Simulated photographs or building elevations of proposed work – 13 copies
- \_\_\_ Plans, elevations or photographs showing the overall sign dimensions, colors and text design (size, color and style of all text) – 13 copies
- \_\_\_ Cross-section for awnings and other projecting elements (if applicable) – 13 copies
- \_\_\_ Site plan (required for free-standing signs) – 13 copies

**Building Inspector Signature:** \_\_\_\_\_

Received by Brookline Building Department

Received by Brookline Planning Department

THIS IS NOT A BUILDING PERMIT APPLICATION

## FREQUENTLY ASKED QUESTIONS

### 1. What is the Design Review Process?

All new signs, awnings, façade alterations, and wireless communication antenna applications must be reviewed and approved by the Planning Board. Applicants must submit a building referral/design review application and 13 copies of their design submission to the Building Department. Once this proposal is received by the Building Department, a meeting will be arranged with the Planning Board.

### 2. Where do I Submit my Application?

All applications must be submitted to the Building Department at the following address:

Brookline Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445

### 3. How Much Will the Fees Be and Whom Do I Make the Check Out to?

The Building Department will determine your fee and will collect your check when you submit a completed application. Please make your check out to the Town of Brookline. As of December 5, 2012, the Fee Schedule is as follows:

#### A) Signs:

- |   |          |
|---|----------|
| 1. Illuminated Signs                              | \$300.00 |
| 2. Non Illuminated Signs and < 10 sq. ft. in area | \$100.00 |
| 3. Non Illuminated Signs and > 10 sq. ft. in area | \$125.00 |

#### B) Commercial Facades:

- |            |          |
|------------|----------|
| 1. Awnings | \$300.00 |
| 2. Other   | \$300.00 |

#### C) Residential Façade

\$300.00

#### D) Wireless (additional \$1,500.00 inventory fee due at time of Building Permit application)

\$1,500.00

### **Note: A Building Permit is required for all approved projects prior to installation**

\*\*\*A separate permit fee will be assessed upon permit application\*\*\*

### 4. How Do I Know if My Application/Proposal is Approved?

A representative from the Brookline Planning and Community Development Department will notify you about the date of the Planning Board design review meeting. You and/or a representative must attend this review. At the end of this review, the Planning Board will determine whether or not your application/proposal is approved and will send a memo to the applicant, or applicant's representative, and the Building Department with its decision.

### 4. How Long Will the Approval Process Take?

Once you have submitted an application, the process should take three to four weeks.

### 5. What if My Application/Proposal is Denied?

The application can be either resubmitted with changes or appealed to the Board of Appeals.